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Executive Summary

The Ashby Utting Arts Administration Internship affords a unique opportunity for a UQ student studying both Business and Arts subjects to gain experience in museum operations.

In September 2020, the internship was offered to Eva Bunker, who was in her third year of a Bachelor of Business Management/Arts at UQ with majors in Marketing and Art History and minors in Ancient History and Anthropology. While the internship was originally envisaged as taking place one day per week over a calendar year, this initial internship was offered two days per week over a 22-week period after lengthy delays due to COVID and the compulsory closure of the Art Museum between March and August 2020.

The internship provided hands-on experience working in finance and administration, front-of-house operations, and advancement. Through the course of the internship Eva was given the opportunity to work on both day-to-day operational tasks, as well as contributing to special projects that required more independent research and the opportunity to contribute to important areas such as collection acquisitions and donor recognition.

Eva was also provided with extensive training in areas including equity, diversity and inclusion, workplace health and safety, COVID-safe operations, privacy and finance. As detailed in this report, the training and experience that Eva accrued through this internship has led to her gaining casual employment with both UQ Art Museum and the Institute of Modern Art in operational roles.

The impact of this internship will continue to grow over time, as these formative experiences in museum and gallery operations help to shape the next generation of sector leaders. With your support, interns like Eva will go on to lead arts institutions with a high degree of business acumen as well as passion for the arts.

Thank you for your support, and for providing such an unparalleled experience for future arts leaders.

The most valuable aspect of my internship was that it afforded me an opportunity to engage with a variety of different departments within the museum. The broad scope enabled me to develop a holistic understanding of UQ Art Museum's operational processes, which was truly invaluable.

I am incredibly fortunate to have had three mentors, all of whom guided me into the in-depth practices of their respective areas of expertise. I was fortunate to be given the authority to independently complete projects, and equally weigh-in on ideas. This balanced harmony of professionalism allowed me to thrive, pushing myself to consistently produce new, creative outputs.

The opportunity to participate in the journey of acquiring a new work (David Rankin, Untitled), from preliminary research through to writing the acquisition rationale was a key highlight, and of great value to me in learning the procedures that constitute acquisition. I feel great happiness knowing I helped that acquisition to eventuate.

I credit my experience at UQ Art Museum as a driving influence in my employability and success within the arts. Thanks to the generous support of Ashby Utting, my internship has provided me with the essential skills and strengths to succeed in this industry. Without the Ashby Utting Arts Administration Internship, I would not have been selected for my current position as Administration Assistant (Venue Hire) at UQ Art Museum under the guidance of Danielle Harvey! The internship also aided me in landing an internship position at the Institute of Modern Art, which evolved into a Casual Special Event Assistant role.

I would highly recommend this internship to any students who have a combined passion for business and art. Interdisciplinary, and cohesively synthesised, the internship provides a unique look into the organisational processes that constitute an art museum. It harmoniously melds art and business, to provide you with the necessary equipment to thrive in the arts, and beyond.

Eva Bunker, Ashby Utting Intern, 2020-21

Internship Overview

UQ Art Museum mentors (back row) Danielle Harvey, Mel Moore and Wendy Mansell with Ashby Utting Arts Administration Intern Eva Bunker (front)

Eva Bunker completed her internship hours over 22 weeks, working two days per week under the mentorship of Melanie Moore, Finance and Operations Manager, Danielle Harvey, Training and Engagement Officer, and Wendy Mansell, Advancement Manager.

Finance and Administration

Eva completed full training on how to process invoices within the UniFi, UQs university-wide financial processing system and was involved with processing invoices on a weekly basis. This experience provided her with an understanding of the coding and accounts we use within the Art Museum and the different types of invoicing and associated costs, such as GST, FBT and the requirement to complete hospitality calculators.

Eva also worked on various administration tasks such as updating inhouse documents, creating several spreadsheets for internal information management, and scheduling Director's meetings and staff meetings throughout the year.

One of Eva's special projects was to collate the survey information for the annual University Art Museums Australia (UAMA) survey, giving her a valuable insight into the statistics, priorities and problem areas experienced in University Art Museums across Australia.

Front of House Operations

Working with Engagement and Training Officer Danielle Harvey, Eva gained experience in various aspects of operations including the process of updating training and procedure manuals, rostering casual front of house team members, and assisting with public events.

As part of her focus on FOH Operations, Eva undertook UQ's Equity, Diversity and Inclusion training, and examined how these principles could be applied to improve training and mentoring of FOH casuals, who interact with members of the public on a daily basis.

Advancement

Eva was provided with formal privacy training as it is a core requirement for accessing sensitive personal information that is often used in the Advancement area. In the course of her internship, Eva became familiar with COVID-safe event operations, as she was involved with planning and delivering several donor and stakeholder events. As part of this, she was also exposed to working with UQ Protocol and the specific requirements for hosting VIP events.

In late 2020, Eva contributed to the compilation of material for a donor recognition book that documented the many collection works that had been acquired through the donor's support over the course of a decade. Eva assisted with organising and labelling images, as well as cross-referencing captions, critical tasks in the production of a visual arts publication. The donor recognition book has been nominated for a CASE (Council for Advancement and Support of Education) award as an example of innovative stewardship.

As part of a special project Eva undertook independent research on an artwork that was offered for donation. As part preparing an acquisition rationale for the Cultural Gifts Program, she researched the artist's work, discovered information on the donor's collecting activities at Fryer Library, and searched auction records for recent sales of relevant work by the artist. Knowing that her efforts resulted in a work being acquired for the UQ Art Museum collection was a particular highlight for Eva.

> *I'm incredibly grateful for Ashby Utting's generosity in supporting this internship, and to UQ Art Museum for selecting me for the position. I absolutely love the diversity of my role here, and how it enables me to blend my two passions: business and art. As a business-minded creative I'm very thankful to Ashby Utting for creating this invaluable opportunity to help me progress my career in arts museum management.*
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> *The nature of the Ashby Utting Arts Administration internship coupled with the size of the UQ Art Museum has afforded me the unique opportunity to work across departments. Not only has it broadened my skillset and awareness of the various factors which constitute an art museum, my internship has also solidified my love for the various departments and processes, that when unified enable an institution like this to operate. I look forward to extending my career as an arts-business professional.*

The art of business

Posted on November 16, 2020 *by* UQARTMUSEUM

UQ Art Museum donor Ashby Utting is passionate about creating opportunities for students to foster a love for both business and the arts. As a result of his vision and generosity, we're so pleased to introduce Eva Bunker, our brand new Ashby Utting Arts Administration Intern.

What appealed to you about the opportunity to take on this internship at UQ Art Museum?

I'm a creative and business-focused person – I have a true passion for the arts, and a desire to apply business knowledge to advance art museum operations. So the business-centred internship at UQ Art Museum perfectly melds my two fields of inquiry. The opportunity also appealed to me because I was eager to witness, feel and personally experience the day-to-day life of working in an art museum's back-of-house. Having the ability to contribute to the fabric of museum life that makes it all happen is truly special. The internship has welcomed me into the arts ecosystem, and provided me with invaluable industry insights already.

What are your impressions so far about the 'behind-the-scenes' work that happens at UQ Art Museum?

In my short time at UQ Art Museum I've already gained a wealth of knowledge and industry experience working across a range of different departments, including with the front-of-house team, advancement, and in administration and finance. My breadth of engagement across these different branches is providing me with a holistic understanding of the inner workings of UQ Art Museum and its operational processes.

What's your personal connection to art?

I grew up in a highly creative household where artistic expression and exploration was always encouraged. I started practising art from a young age, and quickly found this mode of self-expression unparalleled to any other. I came to love the

emotion that art inspired in me, and the possibility it fostered. Capable of tapping into our subconscious, artworks, to me, are the rawest representation of the human condition, and provoke and embody the innermost workings of our minds.

I believe art museums and galleries are the architecture that unites this vibrant energy of intellectual thought and possibility. They are beacons of freedom, where anything can be explored, asked, questioned and critiqued. The inclusivity I feel when I step into a gallery is something I wish for everyone to experience, and sparked my desire to become an arts professional.

For students who have never visited UQ Art Museum, what would you say to encourage them to spend some time with us?

UQ Art Museum is the opposite of the static classrooms and offices we're so often confined to. We live in a highly structured and regimented world, which provides little room for pure, genuine exploration and unjudged creative thought. UQ Art Museum breaks this rhythm by using a progressive visitor engagement strategy that features cultural mediation – where visitors are united with mediators to explore the artwork on display in a balanced, cohesive harmony. This framework fosters a safe space for an authentic exchange of perspectives. I encourage all students to pop by UQ Art Museum to engage in an enlightened process of inquiry and self-discovery.

From what you've seen so far, do you have a favourite piece or exhibition?

My favourite current exhibition at UQ Art Museum is Mel O'Callaghan's *Centre of the Centre*. The film, sculptures and performance that form this exhibition explore and trace the cyclical conditions of life forces. Totally immersive, *Centre of the Centre* invites you into the micro-cosmic realm to reconsider earthly structures and the regenerative processes that constitute *life,* as we know it– a beautiful synthesis of nature.

How do you feel about the opportunity that Ashby Utting has provided to you in making this internship possible?

I am incredibly grateful for Ashby Utting's generosity in providing this opportunity, and to UQ Art Museum for selecting me for the position. I absolutely love the diversity of my role here, and how it enables me to blend my two passions: business and art. As a business-minded creative I'm very thankful to Ashby Utting for creating this invaluable opportunity to help me progress my career in arts museum management.

With your help, we can create many more professional opportunities for students like the one Eva is undertaking, which was possible due to the generosity of our valued supporter, Ashby Utting.

The art of business | UQ Art Museum (wordpress.com)